

# Tukwila Pool Operations & Support Services Transition Plan

November 17, 2014

**Purpose:** To transfer daily operations and all support services from the City of Tukwila to the TPMPD.

**Goal:** To professionally assist the TPMPD in setting up their own self-operated model while caring for the pool patrons through making the transition as seamless as possible.

**Commitment:** The City of Tukwila has committed to being professionally responsive throughout this transition and has allocated necessary staff and resources to the transition project to set the TPMPD up for success.

# Project Overview

July 29, 2014 – City Staff Meet to Create Transition Plan



August 5, 2014 – City Staff Create Transition Matrix



August 28, 2014 – P&R (Project Lead Dept) Began Weekly Meetings with TPMPD



P&R Facilitates Matrix Tasks Coordination between City Departments and TPMPD Committees

IT

Finance

Clerk's Office

HR

Legal

TPMPD - Logistics

TPMPD - Budget

TPMPD - IT



Completion of all Matrix Tasks by December 31, 2014

# City's Transition Matrix

## SUPPORT SERVICES TRANSITION - FINANCE

Department: Finance

Primary Goal: Transition all finance and treasurer items/duties to MPD

Task	Actions and/or Steps	Target Date	Assigned to	Completed
Transfer Treasurer and Duties	<p>List actions or steps to facilitate City responsibilities</p> <ol style="list-style-type: none"> <li>1. Notify King County that the City will no longer be providing administrative services for the MPD. <b>Vicky has made contact with King County and will provide contact info. to Jennafer.</b></li> <li>2. Coordinate with King County to transfer tax deposits from the City bank account to King County. <b>* See note below</b></li> <li>3. Coordinate with King County to set up process to issue accounts payable and payroll checks <b>* See note below</b></li> <li>4. Reconcile final tax deposits received from King County</li> </ol> <p><b>*A resolution regarding treasurer change with a Jan.1, 15 effective date must be completed 1<sup>st</sup> to perform items 2 and 3.</b></p> <p><b>**Jennafer had indicated that she would be working through items 2 and 3. Vicky has emailed King County to find out what progress, if any, has been made. Finance will work to transition the MPD to King County prior to December 31, 2014.</b></p>	<p>August</p> <p>August</p> <p>August</p> <p>After transition</p>	<p>Vicky</p> <p>MPD</p> <p>MPD</p> <p>Vicky</p>	<p>✓</p>
WCIA	<p>Transfer remaining items</p> <ol style="list-style-type: none"> <li>1. Update mailing address</li> <li>2. Update contact information</li> </ol>	<p>December</p> <p>December</p>	<p>Vicky</p>	
Cashier/POS System	<p>What steps need to be taken for City to conclude these services</p> <ol style="list-style-type: none"> <li>1. Transfer records related to MPD from Class to MPD</li> </ol> <p><b>City will provide recommendations regarding types of info. that could be transferred. Agreed info. created within past two years is sufficient. New POS system may have additional parameters for how info could be provided, Jen to provide as soon as they learn – sooner the better.</b></p> <ol style="list-style-type: none"> <li>2. Remove MPD from armored car contract, <b>provide contact to Jennafer. ** Vicky will contact Dunbar to have the MPD removed from the City's pick up schedule.</b></li> </ol> <p>Future considerations for the MPD</p> <ol style="list-style-type: none"> <li>1. How to transport deposits from pool to bank</li> </ol>	<p>October</p> <p>December</p> <p>December</p>	<p>Steph</p> <p>MPD</p> <p>Vicky</p>	
Finance records	<p><input type="checkbox"/> Determine types of records to transfer: invoices, vouchers, receipts, reports, etc.</p> <p><b>2011 to present **Most invoices and vouchers have been scanned into a folder for the MPD. Receipts and reports will be worked on in November and December.</b></p>	<p>Ongoing</p>	<p>Vicky</p>	

# Information and Communication Flow



# City Initiated & Implemented

- Developed Transition Matrix Task List
- Created Communications Plan
- Coordination of City Departments and TPMPD
- City Department Task List Update Summaries

# Current and/or Upcoming Tasks

## Key Tasks By City Departments

IT – Equipment  
Removal

Clerk – Records  
Transfer

HR – P/T Employee  
Transition

Legal – Interlocal  
Agreement

Finance – Tax Levy,  
Payroll, Vouchers,  
Receipts

P&R – Operations  
Wrap-up, Files  
Transfer